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Part B Activity 6 - Form Practice Questions

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Note to Staff And Students

- In your real exam you will be given a brand-new database on the second day.
- This is to stop possible cheating.
- You will not be working on the database you built for Part A..
- The new database will have new tables, queries and reports as well as lots of new data.

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Note to Staff And Students

In Part B you will be creating data entry forms.

For the purpose of this exercise, you will be given a new database that is based on what you saw in Part A.

The difference is that the Primary keys for all tables are now autonumbered.

You will not change the tables or validation or modify the data in any way.

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The Publishing Company

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Task Scenario

- You have been asked to create a database for the East Berkshire Publishing Company
- Currently all records are stored on a spreadsheet
- The Company would like to be able to store information about their books
- The Company would like to be able to report on how their books are published

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Task Scenario

The database will record information about:

Authors

Titles

Editions

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Task Scenario

- An edition is the actual printed copy of a book, where they need to record the:
- Type of book
- Publication date
- Edition number
- Number of copies sold and price.
- The book type can be hardback, paperback or audio
- The company wants the flexibility to add new book types
- There must always be at least one edition of a book sold

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The Scenario

The Publishing Company has begun work on a database that looks similar to your database from Part A.

The Publishing Company has a list of stockists who stock one of their books.

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Basic Form Information

- Stockist information includes:
- Name and postcode
- Stock levels held (original number ordered, number sold)
- Dates stock is received
- Discounts awarded from the Publishing Company.
- The database needs to record information about the stockists

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Task 1 – Adding A Book

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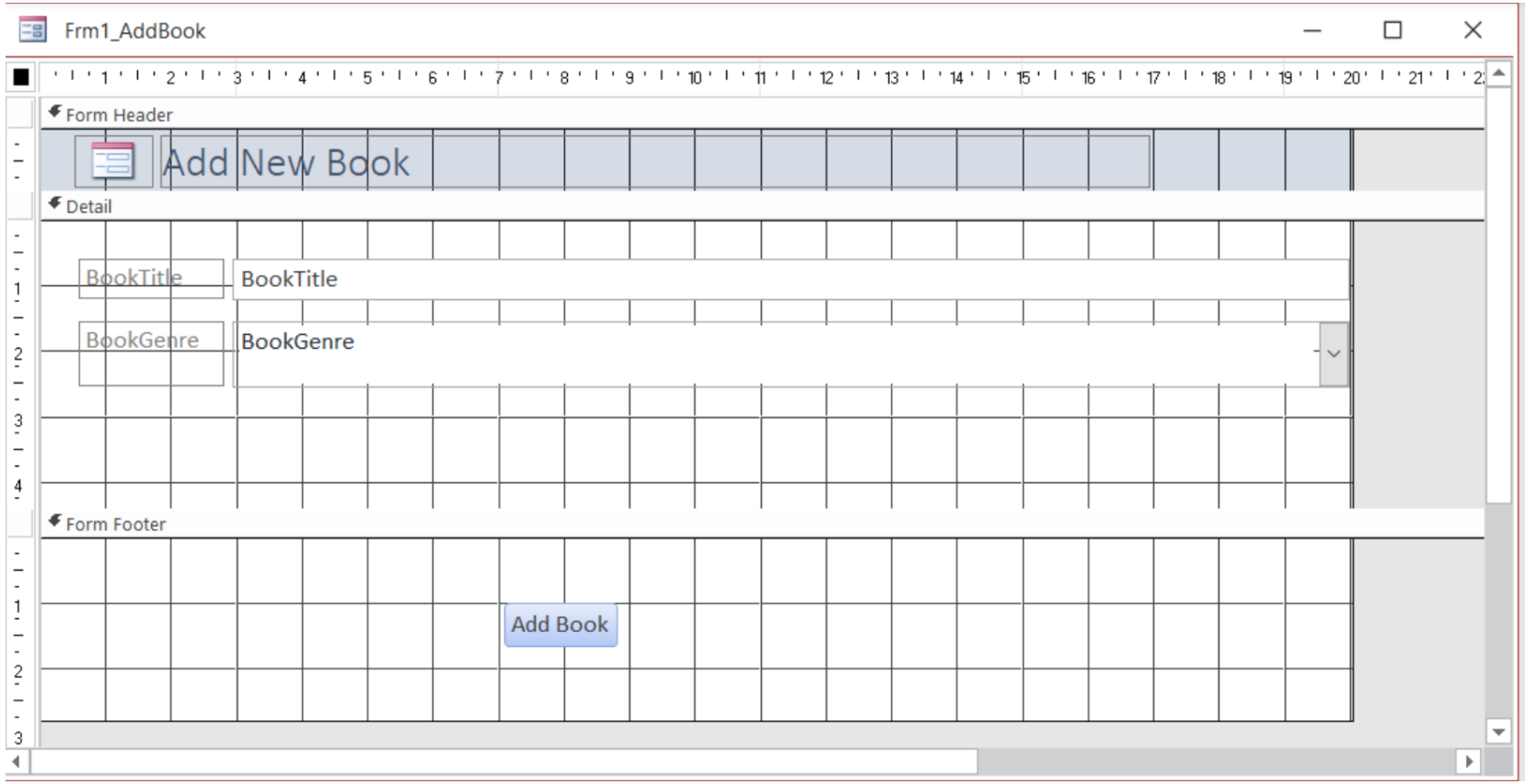
Form - Design View



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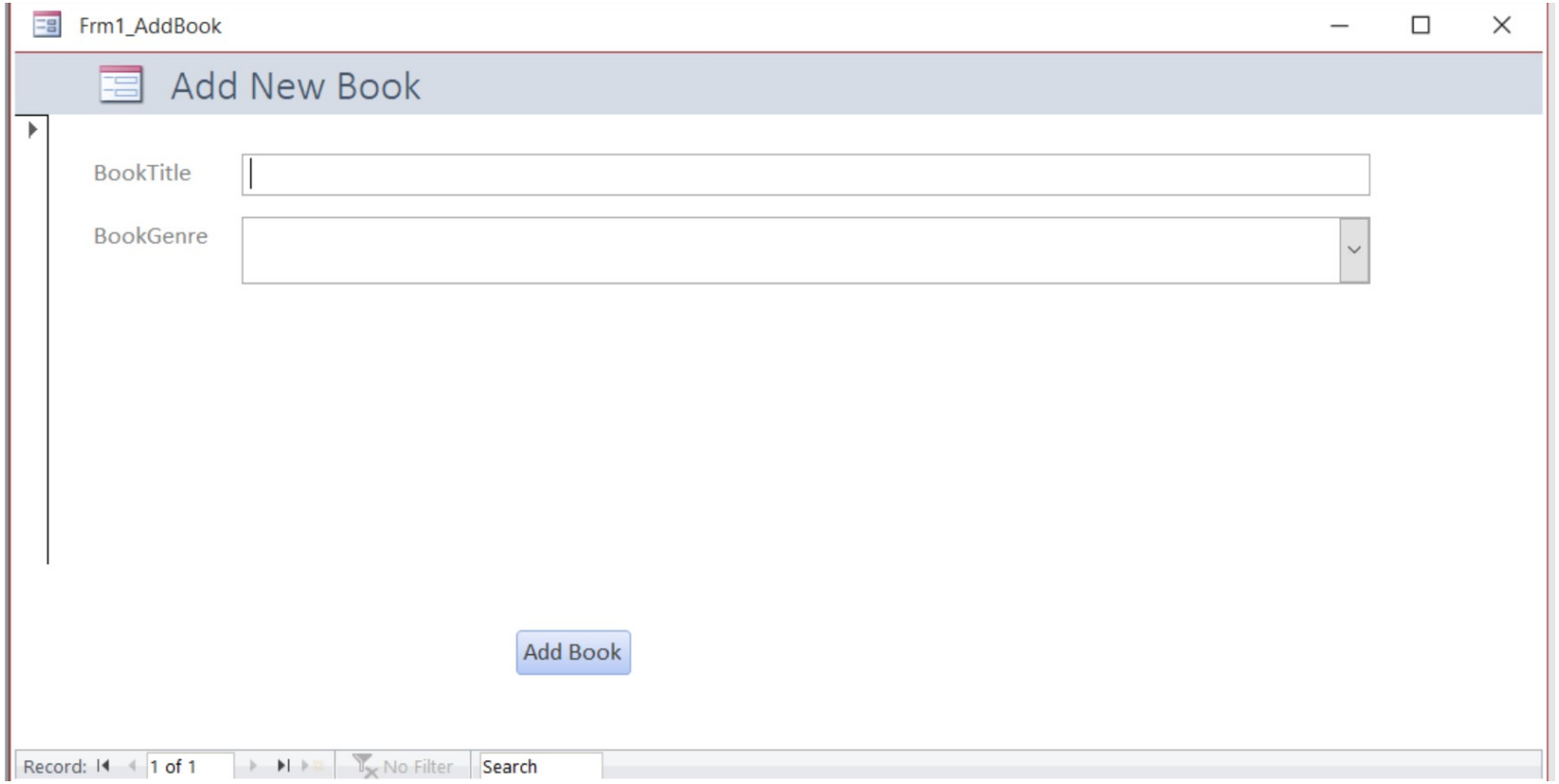
Form - Form View



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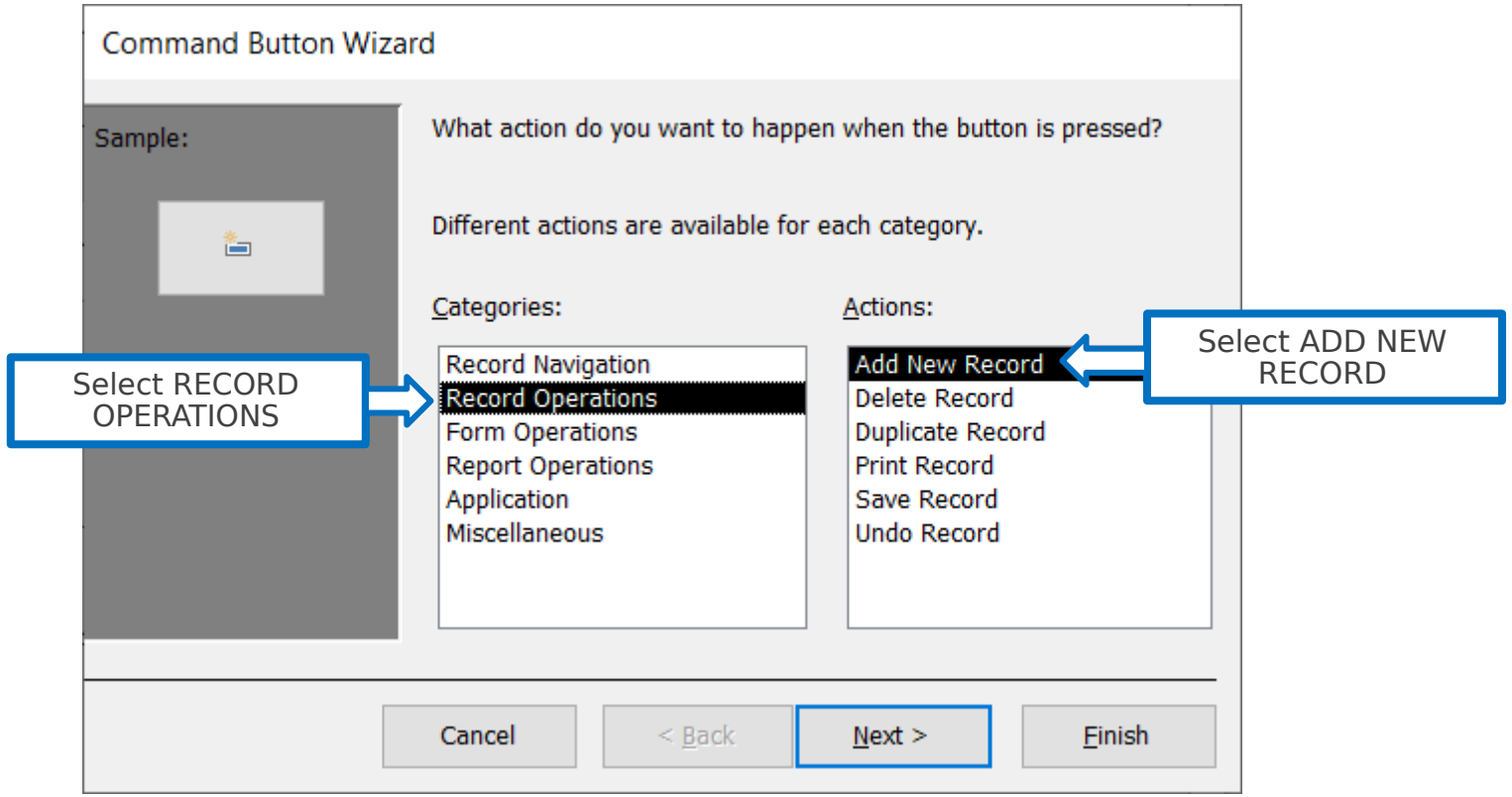
Adding the Button using the Wizard



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Basic Form Information

- Make sure Data Entry is set to **YES**
- The Form is bound to the Book Table
- The record source is set to tblBook
- Validation rules are Is Not Null on the Book Title

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Basic Form Information

- The BookGenre Field:
- Is a ComboBox
- Has the RowSourceType set to Value List
- Has the Row Source as the different book genres
- Has an Is Not Null validation on the field

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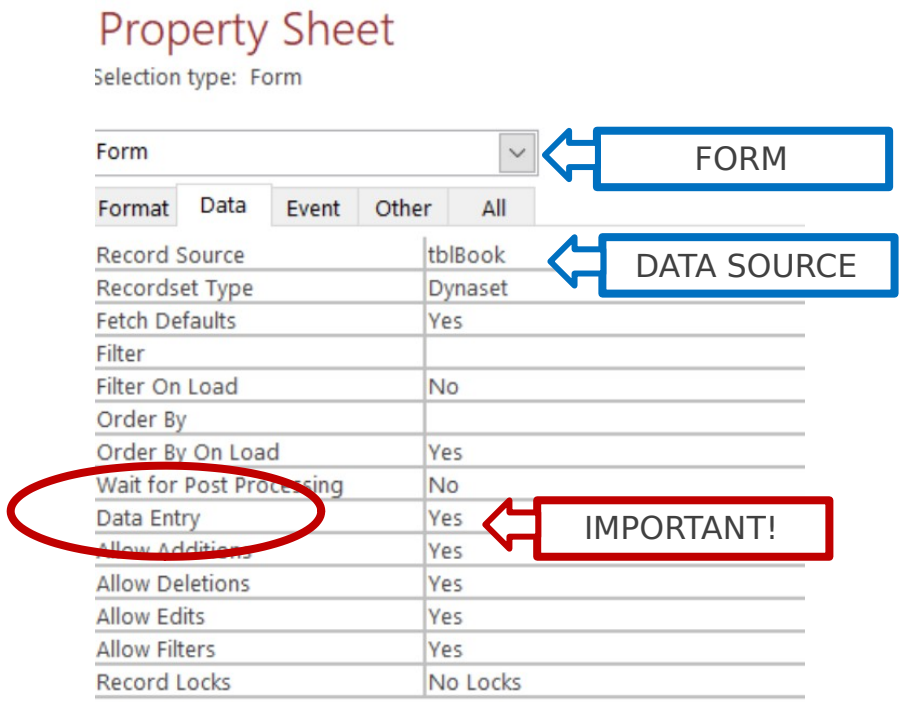
Form Properties

DATA ENTRY - YES



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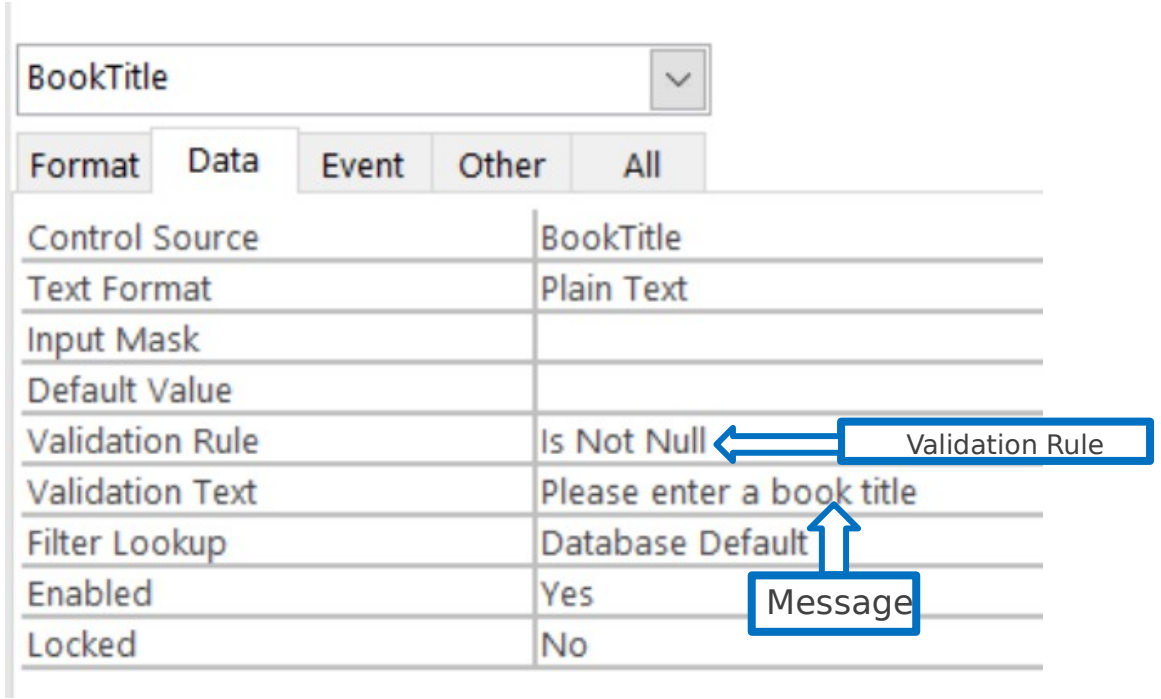
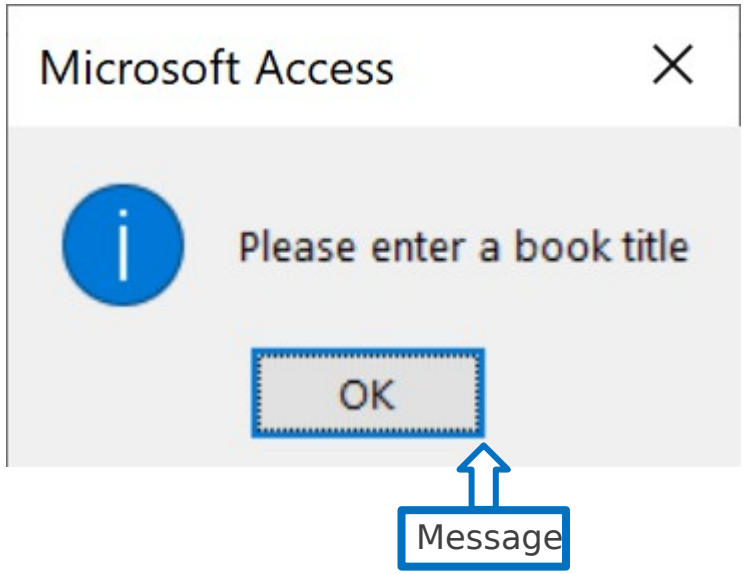
Form Validation

CHECK FOR EMPTY BOOK TITLE



PROOF OF VALIDATION



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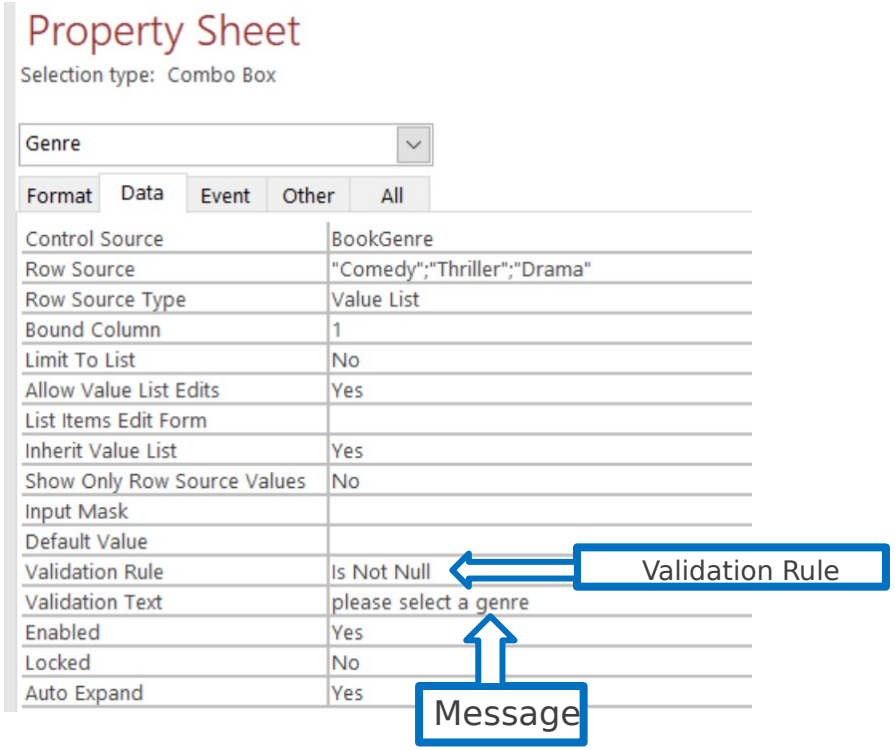
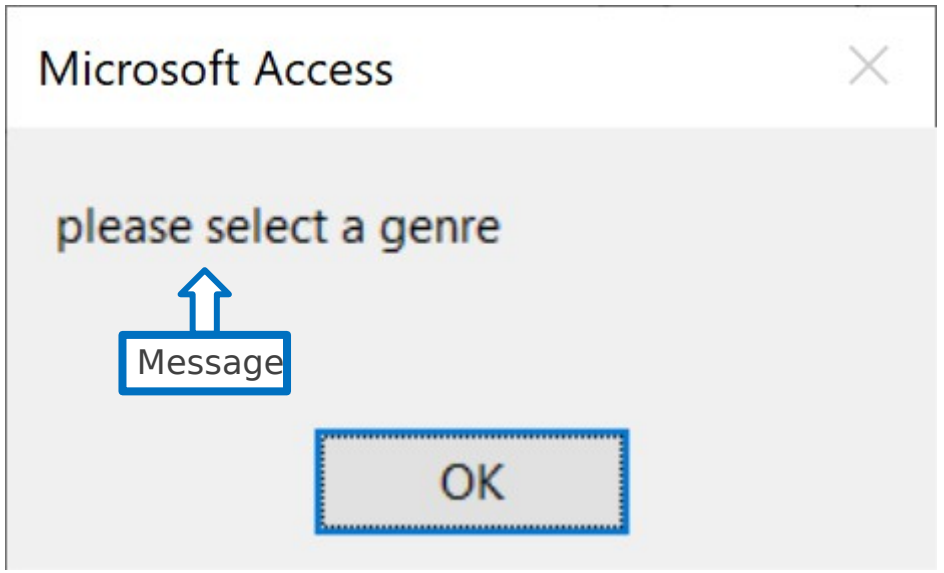
Form Validation

CHECK FOR EMPTY GENRE



PROOF OF VALIDATION



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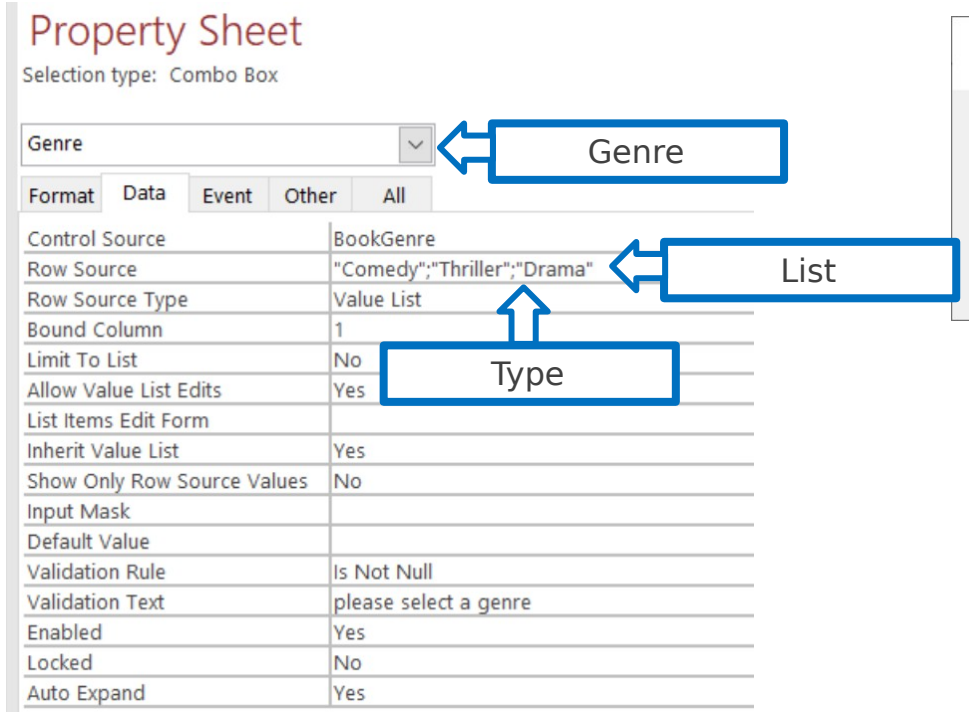
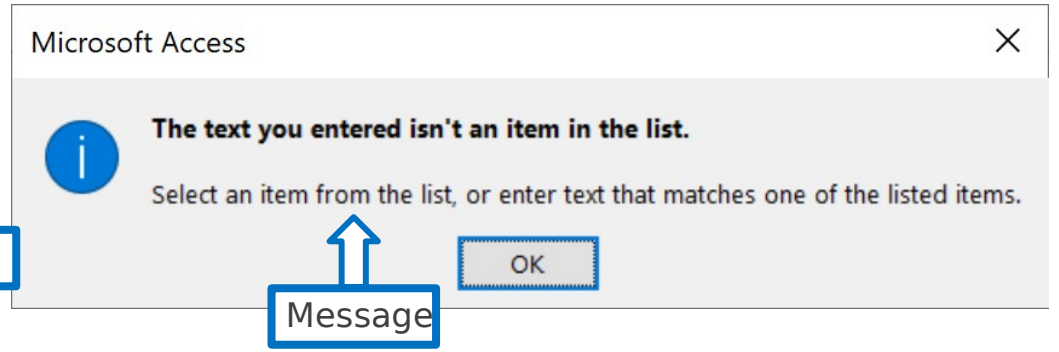
Form Validation

GENRE CAN ONLY BE OF A COMEDY, THRILLER OR DRAMA



PROOF OF VALIDATION


Microsoft Access
The text you entered isn't an item in the list.
Select an item from the list, or enter text that matches one of the listed items.
OK
Message

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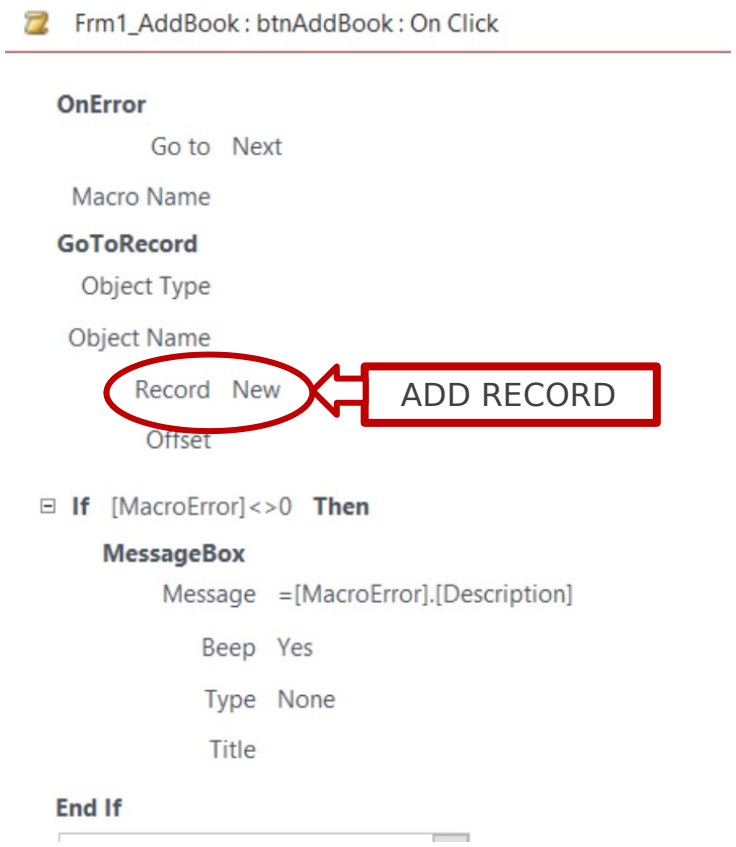
Form Macros



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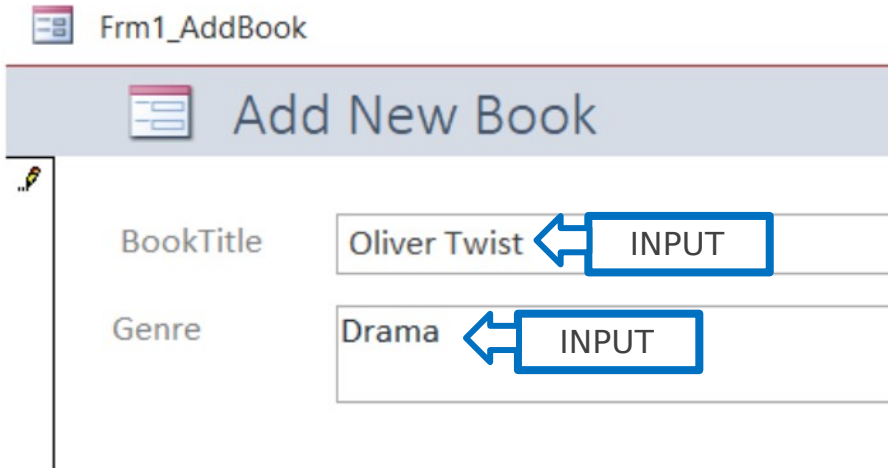
Form Data Entry

DATA IN FORM



DATA IN TABLE

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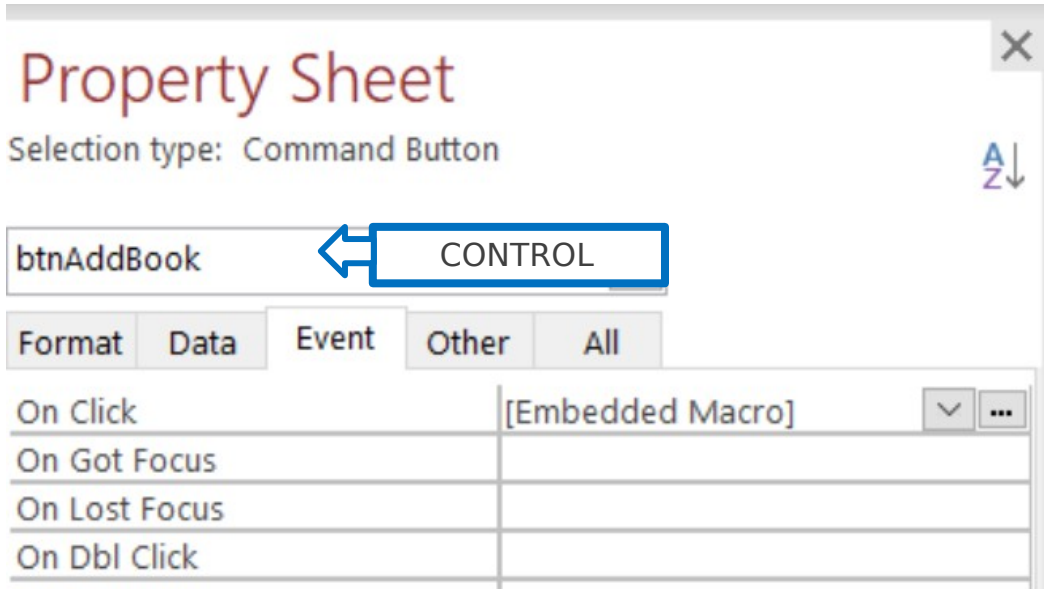
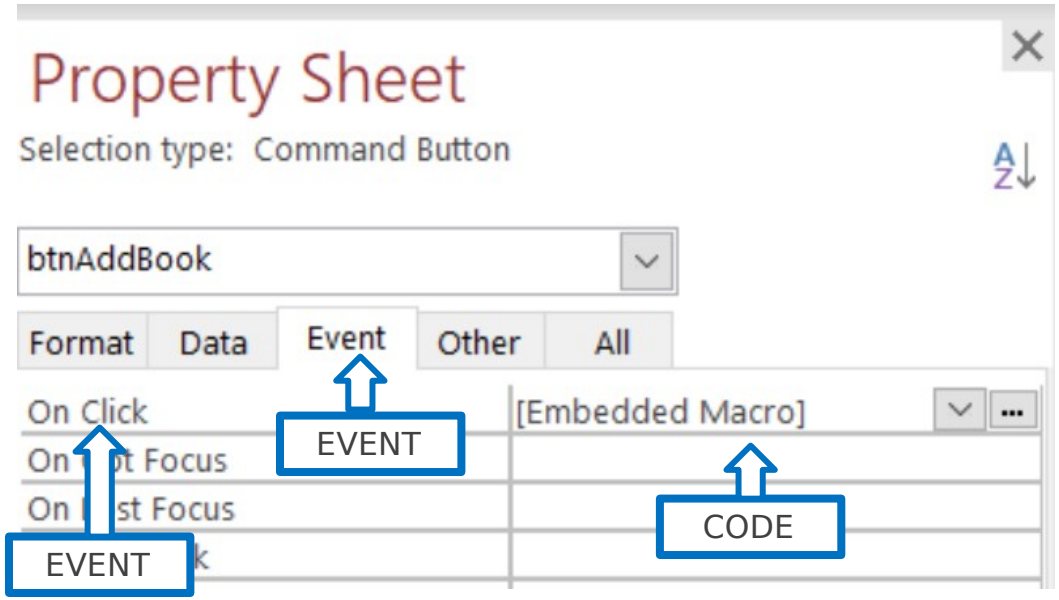
Adding the Save Message

FIND THE PROPERTY SHEET OF THE ADD BUTTON



SELECT THE EVENT TAB



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Glossary of Terms

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Glossary – Relational Database 1

Key Term	Definition
Attribute	Another name for a Column (or Field) in a Table in a Database.

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Glossary – Relational Database 2

Key Term	Definition
Entity Relationship	How data inside one Table is linked to data inside another Table in the same database. Relationships can be one:one, one:many and many:many.

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Glossary – Relational Database 3

Key Term	Definition
Candidate Key	When you have identified some columns that MIGHT be a good Primary Key.

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Glossary – Relational Database 4

Key Term	Definition
One to One relationship	When a Record in one table has a match with one **AND ONLY ONE** Record in another table. The Record in the second table matches one **AND ONLY ONE** Record in the first Table.

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Glossary - Normalisation

Key Term	Definition
Cascading Update	When any Updates made in one Table are reflected in other Tables that are Joined by a Foreign Key.

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Glossary – SQL

Key Term	Definition
Query	The process of asking a Database a question to get a specific answer.

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